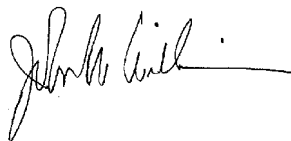


For: State and County Offices

**Using Query/36 for Second Quarter Work Measurement and
Midyear FY 2000 Workload Automated Unit Counts**

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

The process for FY 2000 second quarter work measurement and midyear workload reporting will:

- ensure that all files used are linked to the correct definitions
- run the queries
- for combined County Offices, run the queries for each additional office on the headquarters System/36
- automatically enter the query total into the workload software.

Note: The process of automatic entry is available for workload only. Work measurement County Offices shall continue to manually enter the query results into the work measurement software.

**B
Purpose**

This notice informs State and County Offices that:

- County Release No. 430, which will contain the software, will be mailed on March 27, 2000
- the query process must be run before installing County Release No. 431, and queries should be run on April 3, 2000, if possible. Work measurement County Offices should run **both** the work measurement and workload queries on the same day.

Disposal Date	Distribution
October 1, 2000	State Offices; State Offices relay to County Offices

3-13-00

Notice AO-1211

2 County Office Action

A

Rules for Using Query for Automated Unit Counts

County Offices shall do **all** of the following:

- use the official queries developed by the National Office

Note: Do **not** attempt to modify the queries.

- attach a copy of the query report to the FSA-54 file copy for work measurement and FSA-55-1 for workload
 - have the query report available for DD and COR's review.
-

B

Work Items Requiring Adjustment

No corrections to the workload software will be allowed to queried work items at the County and State Offices. To request adjustments, use the following steps.

Step	Action
1	Review paragraph 3 to ensure that a manual count is required for the work item being adjusted.
2	County Offices shall prepare and submit Exhibit 1 to the State Office by COB April 17, 2000, indicating the: <ul style="list-style-type: none">• County Office name• work item requiring adjustment• manual count to be added to the query count.
3	County Offices shall prepare a separate memorandum if a query total is being questioned for a work item without additional manual counts. The memorandum should explain the difference and should also be submitted to the State Office by COB April 17, 2000.
4	State Offices shall forward all memorandums to the National Office by COB April 28, 2000.
5	The National Office will make the changes to the work items requiring additional manual counts and will review, for possible changes, the memorandums requesting additional changes.

Work measurement County Offices shall continue to manually adjust the unit counts for work items that require manual unit counts in addition to the query count.

Notice AO-1211

3 How to Run Queries

A

Accessing Query Process

Access the work measurement query process according to 12-AO (Rev. 16), paragraph 15. The queries capture data from October 1, 1999, through March 31, 2000, for all work items listed in subparagraph C, unless otherwise noted. **All units previously reported in work measurement during the first quarter for queried work items have been or will be deleted from the system.**

Access the workload query process according to 12-AO (Rev. 16), paragraph 9952. The queries capture data from October 1, 1999, through March 31, 2000, for all work items listed in subparagraph C.

B

General Guidelines

For accurate query results, use the following guidelines.

- A dedicated system is required for the "Unlink and Link" part of the process. This process will run only once each day. The County Office will be alerted with a message when the:
 - link process is complete
 - County Office can then use the system.
 - During the unlinking process, error message IDDU-8548 may be encountered. If this message is received, ENTER "2" to continue.
 - **Each query should be run only once whether using the option to run all queries or each individual query.**
-

C

Work Item Information

The following table lists the work items that have queries developed and any special instructions needed to obtain complete unit count totals.

Work Item	Title and Special Instructions
113	Claims Administration
116	Common Receivables Administration
119	Processing Direct Deposits

Continued on the next page

3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
201	Office Type Services Furnished to All Entities for Which Funds Are Deposited in FRB (Except Government Agencies) Note: This work item shall be counted manually if requests paid for by cash have been combined for entry on CCC-257.
205	Services Furnished to Process WRP Payments for NRCS
222	SIP Requests for Cost-Sharing
223	Report of SIP Cost-Share Payments
301	Reconstitutions of Farms, Bases, Allotments, and Quotas Note: Manual counts must be added for tract combinations that do not become part of a full reconstitution.
302	Maintaining Basic Farm and Producer Data
Workload Only	Note: A query will be developed for the fourth quarter that will capture work measurement units for the full year.
303	Delegation of Signature Authority
310	Signup for Production Flexibility Contracts
312	Production Flexibility Contract Payments
318	Program Payments Assignments and Joint Payment Authorizations Note: A manual count is required for each conservation cost-share assignment or joint payment.
339	Payment Limitation Review for an Individual
Workload Only	Notes: A manual count is required if the 502 file was not used. A query will be developed for the fourth quarter that will capture work measurement units for the full year.

Continued on the next page

3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
340 Workload Only	<p>Payment Limitation Review for a Joint Venture or General Partnership</p> <p>Notes: A manual count is required if the 502 file was not used.</p> <p>A query will be developed for the fourth quarter that will capture work measurement units for the full year.</p>
341 Workload Only	<p>Payment Limitation Review for Corporations, Limited Partnerships, Estates, Trusts, Etc.</p> <p>Notes: A manual count is required if the 502 file was not used.</p> <p>A query will be developed for the fourth quarter that will capture work measurement units for the full year.</p>
343 Workload Only	<p>Designated Control Counties</p> <p>Note: A query will be developed for the fourth quarter that will capture work measurement units for the full year.</p>
351	<p>NAP Actual Production History</p> <p>Note: A manual count is required for each FCI-19-A completed and signed by the producer.</p>
353	Establishing NAP Units
362 Workload Only	Number of Reconstitutions
370	Crop Loss Disaster Assistance Program
371	Single-Year Crop Loss Disaster Assistance Program
372	Issuing Payments for Crop Loss Disaster Assistance Program
374	Crop Disaster Program

Continued on the next page

3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
375	Issuing Payments for Crop Disaster Program
501	ACP and Interim EQIP Cost-Sharing Requests and Technical Determinations
504	Report of ACP, Interim EQIP, and LTA Cost-Share Payments Note: A manual count is required if partial multiple payments were issued.
508	Report of EQIP Cost-Share Payments
515	ECP Cost-Sharing Requests and Technical Determinations
517	Report of ECP Cost-Share Payments Note: A manual count is required if partial multiple payments were issued.
526	Conservation Reserve Program Contract Note: A manual count is required for CRP-2's not entered into the system.
527	CRP Cost-Sharing Requests and Technical Determinations
528	CRP Active Agreements
530	Report of CRP Cost-Share Payments Note: A manual count is required if partial multiple payments were issued.
540 Workload Only	CRP Rental Payments
800 Series	Farm Loan Program Work Items. The following will apply to all the work items in the 800 series. Note: Manual counts will be required for all activity not yet loaded into MAC.
801	Loan Applications for All Direct Farm Loan Programs

Continued on the next page

3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
802	Loan Applications Received for All Guaranteed Farm Loan Programs
803	Program Eligibility Determinations for All Direct Loan Applications - Except EM
804	Program Eligibility Determinations for Direct EM Loan Applications
805	Program Eligibility Determinations for All Guaranteed Loan Applications
806	Loan Feasibility Determinations for All Direct Loans - Except EM
807	Loan Feasibility Determinations for Direct EM Loans
808	Loan Feasibility Determinations for All Guaranteed Loans
809	Loan Closing for All Direct Loans - Except EM
810	Loan Closing for Direct EM Loans
811	Loan Closing for All Guaranteed Loan Programs
812	Routine Servicing for All Direct Loan Borrowers
814	1951-S Servicing Actions
816	Banking and Collections for All Loan Programs Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the payments received and listed by State and county codes.
1202	Allotments; Transfer by Lease, Sale, Release, Reapportionment, or Reallocation Note: A manual count is required for any FSA-278, FSA-278A, FSA-364, or FSA-378.
1206	Lease and Transfer Under Disaster Provisions

Continued on the next page

Notice AO-1211

3 How to Run Queries (Continued)

C Work Item Information (Continued)

Work Item	Title and Special Instructions
1401 Workload Only	<p>Producer's Report of Acreage</p> <p>Note: A query will be developed for the fourth quarter that will capture work measurement units for the full year.</p>
1405	<p>Acreage Determination, 0 Through 49.9 Acres, From Farm Visit</p> <p>Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the payments received and listed by State and county codes.</p>
1406	<p>Acreage Determination, 50.0 Through 499.9 Acres, From Farm Visit</p> <p>Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the payments received and listed by State and county codes.</p>
1407	<p>Acreage Determination, 500.0 Through 999.9 Acres, From Farm Visit</p> <p>Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the payments received and listed by State and county codes.</p>
1408	<p>Acreage Determination, 1000.0 or More Acres, From Farm Visit</p> <p>Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the payments received and listed by State and county codes.</p>
1410 Workload Only	<p>Acreage Determinations From Aerial Slides</p> <p>Note: A query will be developed for the fourth quarter that will capture work measurement units for the full year.</p>
1601	Farm-Stored Commodity Loans
1602	Sugar-Processor Loans
1603	Warehouse Loans (Except Cotton Loans)

Continued on the next page

3 How to Run Queries (Continued)

C
Work Item
Information
(Continued)

Work Item	Title and Special Instructions
1605	Upland Cotton Loan Deficiency Payments Note: A manual count is required for each CCC-709 or CCC-CottonAA taken with a zero payment rate or taken for another county.
1606	Wheat, Feed Grains, Oilseed, and Rice Loan Deficiency Payments Note: A manual count is required for each CCC-709 or CCC-666 taken with a zero payment rate or taken for another county.
1609 Workload Only	Number of Farm-Stored Soybean Loans
1611 through 1616 Workload Only	Number of Farm-Stored Wheat, Corn, Oilseed, Rice, Grain Sorghum, Barley, or Oats Loans.
1617 through 1625 Workload Only	Number of Warehouse-Stored Wheat, Corn, Oilseed, Rice, Grain Sorghum, Barley, Oats, Soybean, Mohair, or Honey Loans
1701	Commodity Loan and Loan Deficiency Payment Spot Checks Note: The query results for this work item will not be automatically loaded into the workload software. County Offices will receive a printout indicating the payments received and listed by State and county codes.
1702	Commodity Loan Repayments (Except Cotton)
1705	Settlement of Farm-Stored Loans and Purchases
1706	Forfeiture of Warehouse Loans (Except Cotton)
2012	LIP and FCP Activities
2013	LIP and FCP Payments
2015	Livestock Assistance Program (LAP) Applications
2016	Livestock Assistance Program (LAP) Payments

Continued on the next page

Notice AO-1211

3 How to Run Queries (Continued)

C Work Item Information (Continued)

Work Item	Title and Special Instructions
2017	Issuing Small Hog Operation Payments (SHOP)
2018	Dairy Market Loss Assistance Program (DMLA)
2020	Issuing Peanut Marketing Assistance Program Payments
2153 Workload Only	Active Wheat AMTA Contracts
2154 Workload Only	Active Feed Grain AMTA Contracts
2155 Workload Only	Active Cotton AMTA Contracts
2156 Workload Only	Active Rice AMTA Contracts

4 State Office Action

A State Office Review

State Offices shall:

- ensure that County Offices are using the process released by the National Office **without modification**
 - update workload information, as provided by County Offices, for additional manual counts
 - ensure that DD's are reviewing the use of the query process in County Offices.
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B Contact

If there are questions about this notice, contact Heidi Ware, BUD, at 202-720-4483.

Work Measurement/Workload Manual Counts

County _____

County Code	Work Item Number	Original Query Count	Manual Count to Add	Total Revised Count	Explanation for Change
	201				
	301				
	318				
	339				
	340				
	341				
	351				
	504				
	517				
	526				
	530				
	801				
	802				
	803				
	804				
	805				
	806				
	807				
	808				
	809				
	810				
	811				
	812				
	813				
	814				
	1202				
	1605				
	1606				

Note: Work items 815, 1405, 1406, 1407, 1408, and 1701 have additional manual counts; but, since the query count does not get loaded directly into the workload software, the County Offices can make adjustments to this count and do not have to send the manual counts in on this form.
